

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING MINUTES**

Remote Teams Meeting
Wednesday, January 19, 2022 - 3:30pm

Members Present: Sandy Booth, Kathy Ralston, Jasyn Harrington, Brett Christian, Kirsten Wrzesinski, Shannin Danko

Members Excused: Samantha Erpenbach

Contractors: Emily McVey, Bill Crane

SITSD Staff: Mike Murphy

DOA Staff: Julie James, Dean Mack

- I. Greeting/Call to Order
 - A. Dean called the meeting to order at 3:30 p.m.
 - B. A quorum was present.

- II. Review Previous Advisory Council Meeting Minutes
 - A. Jasyn moved to approve the October 20, 2021, meeting minutes. Brett seconded the motion, and it passed unanimously.
 - B. The November 17, 2021, minutes were reviewed with no discussion needed. Kathy moved to approve the minutes. Sandy seconded the motion, and it passed unanimously.
 - C. Discussion was had on moving to bi-monthly or quarterly meetings. Bill mentioned that his work begins on the campaign as early as March. He could do a few items with the Federation and report to the committee but felt it necessary to have a meeting in April.
 - B. The next meeting is scheduled for April 20, 2022, at 3:30 p.m.

- III. Fiscal Agent Report
 - A. Emily shared that the accountant could not identify why the 2019 campaign budget was over by \$571.41. The accountant and Emily suggest this amount be transferred to the 2020 campaign finances and then close the 2019 campaign year finances. Sandy moved to approve this action. Brett seconded the motion, and it passed unanimously. Emily will complete this transaction and provide the final 2019 campaign financials to the council for review and approval.
 - B. Emily reported that the final contributions for the 2020 campaign have been received, and she is preparing the information to provide to the auditors. Once the audit is completed, the final payments will be made for the 2020 campaign.
 - C. Emily is receiving the payroll deductions for the 2021 campaign. All invoices are paid. She will update the budget to reflect the increased audit amount. Dean asked about an invoice received for yard signs for \$212.16. Emily said it can be processed for payment.

IV. Coordinator Report

- A. Bill had nothing to report.

V. Chair's Report

- A. Dean will email final version of the guidelines for review. Everyone should review it carefully to ensure the content is correct with the current processes. We will approve the final guidelines through email.

VI. Other Business

- A. Discussion continued from the January meeting regarding reducing the length of the campaign and the effects that may have. Bill and Emily shared that other organizations have shorter (2-3 week) campaigns, and some have campaigns with similar lengths (5-7 weeks). Bill mentioned it is common with the longer campaigns to receive strong initial donations at the beginning of the campaign, then the contributions drop significantly, and then increase again with the final communications for donations. From the discussion, the suggestion is to consider a shorter campaign of four weeks with the option to extend it if necessary. This discussion item will be added to the agenda during the next meeting.
- B. Dean will evaluate the data regarding the credit card charges and pledge amounts to determine if a minimum contribution amount be required for either or both. Mike will assist with getting Dean access the payment portal.

VII. Public Comment

- A. None

VIII. Adjourn: The chair adjourned the meeting at 4:13 p.m.